

## Recovery Act

# Justice Bulletin

Montana Board of Crime Control

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*A Publication of the Montana Board of Crime Control 3075 N. Montana, PO 201408 Helena, MT 59620-1408  
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### Request for Proposals (RFP)

#### **#09-09-WR Recovery Act STOP Violence Against Women Act (VAWA) Grant**

New subgrantees must register online at [www.mbcc.mt.gov](http://www.mbcc.mt.gov)  
at least five (5) days prior to submitting the online application.

Proposal Deadline: April 17, 2009

Project Dates: July 1, 2009, to June 30, 2011

## **I. Overview**

The Montana Board of Crime Control (MBCC) is soliciting proposals for funding to implement the Recovery Act STOP (Services\*Training\*Officers\*Prosecutors\*) Violence Against Women Grant (VAWA) Program in Montana. The purpose of VAWA is to promote a coordinated, multi-disciplinary approach to improving the criminal justice system's response to violence against women. VAWA envisions a partnership among law enforcement, prosecution, courts, and victim advocacy organizations. The intent of the partnership is to enhance victim safety and hold offenders accountable for their crimes of violence against women.

The stated purposes of the Recovery Act are to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits and to stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counter productive State and local tax increases.

**\*Note:** Under the Recovery Act, positions that are considered to be retained for the purpose of the Recovery Act must provide documentation. If the position would have been cut to a half time position or eliminated completely, documentation from an Executive Order, minutes from a council meeting, Reduction in Force (RIF), etc. must be provided in addition to the position description that will be maintained because of Recovery Act dollars.

The Recovery Act places great emphasis on accountability and transparency in the use of taxpayer dollars. Among other things, it creates a new Recovery Accountability and Transparency Board and a new website—[recovery.gov](http://recovery.gov)—to provide information to the public, including access to detailed information on grants and contracts made with the Recovery Act funds. For this reason, MBCC requires you to assure and certify that you can meet the strenuous reporting requirements at the time you apply for the Recovery Act STOP Violence Against Women Act grant.

The one-time federal allocation for the Montana Recovery Act is estimated to be \$825,259.

**\*\*\* NOTE \*\*\***  
**SPECIAL ACCOUNTING REQUIREMENTS**

**Separate Tracking and Reporting of Recovery Act Funds and Outcomes**

It is essential that all funds from a Recovery Act grant be tracked, accounted for, and reported on separately from all other funds. **Quarterly financial and programmatic reporting will be due within five (5) calendar days after the end of each calendar quarter. No exceptions or waivers will be allowed for non-compliance of the strict reporting requirements mandated under the Recovery Act.** Recipients must also be prepared to track and report on the specific outcomes and benefits attributable to use of Recovery Act funds. The accounting systems of subgrantees must ensure funds from any award under this Recovery Act solicitation are not commingled with funds from any other source.

**\*\* NOTE \*\***  
**MANDATED REPORTING REQUIREMENTS**

The Recovery Act STOP Violence Against Women Formula Grant Program mandates timely quarterly reporting requirements. Subgrantee recipients failing to meet the reporting requirements may be subject to numerous actions up to and including: funding restrictions on current and future MBCC awards, eligibility restrictions for other MBCC awards, and suspension or termination of the Recovery Act award.

All applicants must agree to the following four (4) reports **to be submitted to MBCC by the due date:**

- 1. MBCC Quarterly Progress Report**
- 2. MBCC Quarterly Fiscal Report**
- 3. \*Recovery Act STOP VAWA Quarterly Report**

**Report Periods**

July-September  
October-December  
January-March  
April-June

**Due Dates**

October 5<sup>th</sup>  
January 5<sup>th</sup>  
April 5<sup>th</sup>  
July 5<sup>th</sup>

- 4. OVW Annual Report**

**Reporting Periods**

January-December

**Due Dates**

January 30<sup>th</sup>

\* MBCC will be using a web-based reporting tool, which will be accessible on the MBCC website at [www.mbcc.mt.gov](http://www.mbcc.mt.gov) for the Recovery Act STOP VAWA Report. See an example of this report in Appendix A of this RFP.

## II. Eligibility

Eligible applicants include units of local government, tribal governments, state agencies, and private non-profit agencies. Tribal governments may apply directly to the Office of Justice Programs for discretionary grant funds dedicated to Indian Country. Tribal governments may also apply for the state formula grant funds.

**Private non-profit agencies must document their nonprofit status.**

**A DUNS number is required.** All applicants under this solicitation must include a DUNS (Data Universal Numbering System) number in their application. Applications without a DUNS number are incomplete.

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

**Central Contractor Registration (CCR) is required.** In addition to the DUNS number requirement, OVW requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## III. Application Deadline

Applications for RFP #09-09 (WR) Recovery Act STOP Violence Against Women Act (VAWA) must be submitted online on or before **April 17, 2009, at 5:00 p.m.**

## IV. Program-Specific Information

### Purpose of funds

Congress has approved fourteen specific Purpose Areas for which these federal funds can be used. MBCC will accept applications that fall within any of the Purpose Areas. **Applicants must identify (by number) which Purpose Area is being addressed in their request for funding.** Call MBCC staff if you have questions about this requirement.

Congress prescribed the distribution of funds in order to fulfill the mission of the STOP Violence Against Women Act. Each state must allocate 25% to law enforcement, 25% to prosecution, 30% to nonprofit victim services and 5% to court programs. Ten percent of the non-profit allocation will be allocated to culturally specific program(s). The remaining 15% is discretionary and can be allocated to any project that meets the general requirements of the Act.

**Note: Funds may not be available for local projects on July 1<sup>st</sup> because of the federal distribution schedule. You must plan for this contingency.**

### **Project Period**

Projects must begin on July 1, 2009, and conclude on June 30, 2011. Dates are contingent on federal award date.

### **Match**

This funding project requires all **public agencies** provide at least a 25 % in-kind (soft) or hard cash match. **Non-profit** programs are not required to provide match. However, providing match demonstrates local commitment.

**Note:** The budget sheet must include the required match as a percentage of the **total project budget**. Specifics of the match (amount and source, in-kind or hard cash) must be clearly identified on **both** the Budget Sheet and Budget Narrative in the application. Projects must document the basis for determining the value of in-kind match. All match funds must be expended within the grant period and are restricted to the same uses allowed under the grant funds.

### **Recovery Act Objectives**

**The following objectives and performance measures will be reported on the Recovery Act STOP Report:**

<b>OBJECTIVE</b>	<b>PERFORMANCE MEASURES</b>
<i>Recovery Act:</i> To create and preserve jobs and promote economic recovery.	<b>1)</b> Number of jobs retained due to Recovery Act funding. <i>Recovery Act:</i> Create and preserve jobs and promote economic recovery.  <b>2)</b> Number of jobs created due to Recovery Act funding.

**The following objectives will be reported on the Annual Report:**

<b>OBJECTIVE</b>	<b>PERFORMANCE MEASURES</b>
To strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime.	<b>1)</b> The number and percentage of arrests relative to the number of police responses to domestic violence incidents;  <b>2)</b> The number of sexual assault nurse examiners trained;

	<p><b>3)</b> The number of victims receiving requested services; and</p> <p><b>4)</b> The number of victim advocates supported by grant funding.</p>
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### Objectives and Deliverables

The Online Subgrant Application System (OSAS) has a five-objective limit. Objectives start with the word “to” and contain a measureable deliverable. Objectives should be in alignment with the **14 performance measures** listed below and the goals you listed in your grant narrative. (See Authorized Purpose Areas listed below.)

### Authorized Purpose Areas

The fourteen Authorized Purpose Areas represent law enforcement, prosecution, and non-profit victim services.

1. Training law enforcement officers and prosecutors to identify and respond more effectively to domestic violence, dating violence, sexual assault and stalking.
2. Developing, training, or expanding specialized units of law enforcement officers and prosecutors that target violence against women.
3. Developing and implementing police and prosecution policies protocols, orders, and services specifically dedicated to preventing, identifying, and responding to violent crimes against women.
4. Developing, installing, or expanding data collection and communication systems to identify and track arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women.
5. Developing, enlarging, or strengthening victim services programs for victims of domestic violence, dating violence, sexual assault, and stalking; developing or improving delivery of victim services to racial, cultural, ethnic, and language minorities and other underserved populations; providing specialized domestic violence advocates in courts where a significant number of protection orders are granted; increasing reporting and reducing attrition rates for cases involving violent crimes against women.
6. Developing, enlarging, or strengthening programs to address stalking.
7. Developing or strengthening programs to assist Indian Tribes in addressing violent crimes against women.
8. Supporting formal and informal statewide, multidisciplinary efforts to coordinate the response of law enforcement, prosecution, courts, victim services to sexual assault, domestic violence, dating violence, and stalking.
9. Training sexual assault forensic medical personnel examiners.

10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and victim services to address and recognize the needs and circumstances of older and disabled individuals who are victims of domestic violence and sexual assault.
11. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
12. Maintaining core victim services and criminal justice initiatives while supporting complementary new initiatives and emergency services for victims and their families.
13. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities—
  - Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized;
  - Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
  - Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
  - Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
14. Providing funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and state, tribal, territorial, and local governments, (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote—
  - The development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
  - The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police

Officers: A Policy of the IACP, Police Response to Violence Against Women Project,” July 20033);

- The development of such protocols in collaboration with state, tribal, territorial, and local victim services providers and domestic violence coalitions.

### **Priority of the Recovery Act**

The emphasis of the OVW (Office on Violence Against Women) Recovery Act STOP Program is on job creation and retention and economic stimulus. Priority will be given to programs retaining and hiring personnel that are in compliance with MBCC quarterly and annual reporting requirements and can meet the strenuous reporting required by the Recovery Act STOP VAWA.

Additional priority will be given to the following purpose areas:

- Twenty-five (25) percent will be allocated to law enforcement; priority will be given to agencies hiring or retaining a Domestic Violence Investigator, providing statewide training for law enforcement, creating a statewide or local Crystal Judson Advocate (see Authorized Purpose Area 14) or creating a Jessica Gonzalez Assistant (see Authorized Purpose Area number 13).
- Twenty-five (25) percent will be allocated to prosecutors; priority will be given to hiring or retaining a Domestic Violence Prosecutor or creating a specialized statewide domestic violence prosecutor.
- Thirty (30) percent will be allocated for nonprofit, nongovernmental victim services, of which at least ten (10) percent is to be distributed to culturally specific community-based organizations; priority will be given to programs hiring or retaining personnel.
- Fifteen (15) percent will be allocated at the State’s discretion.
- Five (5) percent will be allocated for state and local courts including juvenile courts

### **Activities That May Compromise Victim Safety**

Ensuring victim safety is a guiding principle underlying this program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender’s criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:

- Offering perpetrators the option of entering pre-trial diversion programs;
- Requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault;
- Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;

- Court mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- Placing of batterers in anger management programs; or,
- Procedures that would penalize victims of domestic violence for failure to testify against their abusers or impose other sanctions on them

## V. MBCC Online Subgrant Application System (OSAS) Registration

Register online at [www.mbcc.mt.gov](http://www.mbcc.mt.gov) at least five (5) days prior to the **April 17, 2009** application deadline. Create your login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters (at least 1 letter and 1 digit) and are case-sensitive. No special characters or punctuation is allowed. Enter New User and Agency Information, including the Federal Employer or Payee Identification Number (FEIN).

## VI. How to Apply

Applications will only be accepted through MBCC's Online Subgrant Application System (OSAS). Go to [www.mbcc.mt.gov](http://www.mbcc.mt.gov) and select Grants, then select Online Application. Log in and choose the **09-09-WR RFP** by selecting File a New Application. Complete the online application, and mail the signature page, letters of support, proof of nonprofit status, position descriptions (if not submitted electronically), and CCR Registration.

### Assistance

If you need assistance with the application, please call our office at 406-444-3604. If you have questions regarding the application content, please contact the following staff:

<u>Program Staff</u>	<u>Phone</u>	<u>Fiscal Staff</u>	<u>Phone</u>
Lisa Riedlinger	444-1995	Conrad Eklund	444-2077
<a href="mailto:riedlinger@mt.gov">riedlinger@mt.gov</a>		<a href="mailto:ceklund@mt.gov">ceklund@mt.gov</a>	

### Late Applications

Applications received past the due date will not be considered.

## VII. Application Requirements

This section is to be used as a guide throughout your application process in OSAS. All applications must include the following:

**Section 1. Face Page** — The face sheet is automatically generated in the online application system. The face page identifies the applicant, the Online Subgrant Application System (OSAS) ID, the project director and agency budget representative, the



project title, the date the application was received, the project duration dates, and the project budget.

**Section 2: Project Budget:** Applicants must provide a budget that is complete, allowable, and cost-effective in relation to the proposed activities. The applicant must also show the cost calculations to demonstrate how the applicant arrived at the total amount requested.

**Section 3: Budget Narrative:** The applicant must provide a brief narrative to link costs with project activities. The narrative should demonstrate that all costs are reasonable.

**Section 4: Project Narrative:** Submit a project narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed project. MBCC may deem applications that do not adhere to the required format to be ineligible for consideration. The project narrative describes the applicant's approach to the Recovery Act STOP VAWA program in the community. The program narrative must be written in 12-point Times New Roman font, double-spaced, less than 24 pages, and contain the Required Components listed below. Materials required under the Budget and Budget Narrative and Other Attachments sections **will not** count toward the program narrative page count.

#### **Required Components for the Project Narrative:**

- **Executive Summary:** Briefly summarize the scope of your project, state the problem or need, objectives and outcomes to be gained, and the total cost of the project. This section should be limited to four double-spaced pages in 12-point Times New Roman font. The Executive Summary **does not** count toward the narrative page count.
- **Needs Statement:** The needs assessment should include current data (less than five years old) that justifies the grant request within the authorized purpose areas that are listed in part IV Program-Specific Information.
- **Goals:** Provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. Outline the specific goal(s) of the project.
- **Objectives:** Identify the specific milestones aimed at achieving the goal(s). Objectives must state a date when a milestone will be reached and be specific, measurable, achievable, realistic, and tangible.
- **Implementation Plan:** Describe specific steps that will be taken or projects that will be funded to accomplish each objective. A suggested format is a table or action plan listing the objective(s), the responsible party, the timeline, how each objective will be accomplished, projected costs, and resources needed. Be certain to attach letters of agreement and support if other agencies are involved.

- **Evaluation and Internal Assessment:** Document the data you intend to collect to verify that the objectives have been met. Clearly state what data will be collected, how, by whom, and when. Describe the existing community-level baseline data, the capacity to support the program, and an assurance of the agency's commitment in helping to prevent violence against women.
- **Sustainability/Future Funding Plan:** Applicants must include a plan that outlines how the project intends to be funded in the future. The plan should address the current year funding plan, estimated funding requests for the subsequent year, the estimated total length of federal funding you anticipate seeking, and a general description of funding in the final year of support.
- **VAWA Resource Disclosure Form (attach electronically):** The Resource Disclosure Form can be found on the MBCC website, [www.mbcc.mt.gov](http://www.mbcc.mt.gov). From the Home page, click on the green Grants tab. Next click on Requests For Proposals. The Resource Disclosure Form is listed under the RFP. This form must be electronically inserted into your Project Narrative. You can only upload one document directly into the Online Subgrant Application System (OSAS) in the Project Narrative portion of OSAS. Therefore, you must insert the Resource Disclosure Form directly into the Project Narrative before you upload the Project Narrative into OSAS.

**Section 5: Special Assurances and Conditions:** The subgrant application contains a list of Special Assurances and Conditions that are part of the contract between MBCC and the subgrantee upon award. The signature page binds the applicant to the Special Assurances and Conditions.

**Other required attachments if applicable:**

- **Positions Descriptions:** Applicants must submit a position description for all positions in which Recovery Act STOP VAWA funds are being used. Applicants are encouraged to insert Position Descriptions in the project narrative with the **Resource Disclosure Form** (See Part VII, Section 4, VAWA Resource Disclosure Form for directions on inserting the position descriptions). \*However, Positions Descriptions will be accepted by mail if you are unable to insert them with your program narrative and Resource Disclosure Form.

**\*Note:** Under the Recovery Act, positions that are considered to be retained for the purpose of the Recovery Act must provide documentation. If the position would have been cut to a half time position or eliminated completely, documentation from an Executive Order, minutes from a council meeting, Reduction in Force (RIF), etc.

**must be provided in addition to the position description that will be maintained because of Recovery Act dollars.**

- **Nonprofit Status\*:** Show documentation of nonprofit status.
- **Letters of Support\*:** Applicants must provide current letters of support from active local businesses or agencies supporting the subgrantee. **If applicant applied for FY 09 STOP Violence Against Women Grant, the Letters of Support may be resubmitted for this grant application.**
- **Signature page\*:** Original signatures are required. When awarded, the application forms a contract between the applicant and MBCC. The signatures are binding. Duplicate responsibilities are not allowed. No single person can sign as Agency Representative and Project Director. The official budget representative must be a person with budget-setting authority, generally a mayor, chairperson, department director, etc.
- **Verification of CCR Registration\*:** See Part II. Eligibility
- **Consultation Letter (Tribal/Government)\* (Appendix B):** For governmental or tribal applicants, a letter must be mailed to MBCC stating that consultation with local victim service programs has taken place during the development of this grant application to ensure that proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence. **If applicant applied for FY 09 STOP Violence Against Women Grant, the Consultation Letter may be resubmitted for this grant application.**

\*Mail original copies of the **signature page, verification of CCR Registration, current letters of support, Consultation Letter (tribal/Government), positions descriptions** if you are unable to insert them electronically, and documentation of **nonprofit status** to the following address: MBCC, 3075 North Montana, PO Box 201408, Helena, MT 59620-1408.

## **VIII. Special Requirements**

### **Crime Data Reporting**

If the grant is for a law enforcement agency, the law enforcement agency must report crime data to the MBCC. The crime data must be compliant with the Montana Incident-Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, the agency may submit a Memorandum of Understanding (MOU), and the MBCC will decide if the MOU justifies a waiver until the agency becomes compliant. Contact MBCC staff if you are unsure of your status. For more information please contact Jimmy Steyee (406-444-4298; [jsteyee@mt.gov](mailto:jsteyee@mt.gov)) or Kathy Ruppert (406-444-2084; [kruppert@mt.gov](mailto:kruppert@mt.gov)).

### **Federal Reporting Requirements**

- Civil Rights Compliance

- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act
- Rights in Intellectual Property

Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting the application. Additional information for each one can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

<b>IX. Limitations and Fund Use</b>
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Review this list carefully. If you have any questions, call MBCC prior to submitting your proposal.

1. Purchase of equipment must be integral and necessary for the project.
2. Construction is prohibited.
3. Land acquisition is prohibited.
4. Supplanting is prohibited.
5. Consultant costs must follow the applicable federal grant guidelines, Office of Management and Budget Cost Principles A-122, A-87, or A-21, and state policy.
6. Calculating and reimbursing cost for mileage, per diem, and lodging cannot exceed state rates. For more information go to <http://doa.mt.gov/doatravel/travelmain.asp>. Call for instructions regarding out-of-state travel.
7. Indirect costs are **not** allowable.
8. Pre-agreement costs are not allowable.
9. Rental costs are limited to fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval.
10. General salaries and personnel costs are allowable; overtime cannot exceed 10 percent of the personnel budget. Funds may not be expended or obligated prior to **July 1, 2009.**
11. Purchase or lease of vehicles is **not** permitted. Mileage will be allowed at the current approved state rate.
12. Uniform allowances will not be permitted.
13. If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant.
14. Education and awareness campaigns are not allowable under the STOP Violence Against

Women Grant Program. Outreach is allowable and means communicating what services the grant project provides to the public.

Note: Agencies receiving \$500,000 per year or more in total federal assistance will be required to have an audit performed, in accordance with Federal Circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.

Food and beverage items may be allowable if costs meet the following guidelines: 1) the food and beverage items are incidental to a work-related event; 2) the costs are documented and reasonable; and 3) food and beverage items are not directly related to amusement and/or social events. MBCC will approve such items only if the applicant justifies the expense as a clear benefit to the grant project. All food and beverage items must receive prior approval from MBCC.

## **X. Selection Criteria**

### **Awards**

The Victims Committee of the Board will review proposals. A letter of recommendation will be sent to the applicants informing them of the committee's recommendation to the full Board.

### **Appeals**

Applicants may appeal the recommendation to the full Board **if there are substantive reasons**. Notice of appeal must be made in writing to the Executive Director of the Montana Board of Crime Control at least 10 days prior to the Board meeting.

### **Application Checklist**

Please refer to this checklist before submitting your application. All applications must include the following:

- |   |                        |
|---|------------------------|
| <input type="checkbox"/> Face page  | online                 |
| <input type="checkbox"/> Project Budget   | online                 |
| <input type="checkbox"/> Budget Narrative   | online                 |
| <input type="checkbox"/> Project Narrative  | online                 |
| <input type="checkbox"/> Executive Summary  | online                 |
| <input type="checkbox"/> VAWA Resource Disclosure Form  | online                 |
| <input type="checkbox"/> Special Assurances and Conditions  | online                 |
| <input type="checkbox"/> Position Descriptions  | online or mail         |
| <input type="checkbox"/> Documentation that<br>position was maintained because of<br>Recovery Act dollars | online or mail         |
| <input type="checkbox"/> Signature Page   | online <b>and</b> mail |
| <input type="checkbox"/> Nonprofit status   | mail                   |
| <input type="checkbox"/> Letters of Support   | mail                   |
| <input type="checkbox"/> Verification of CCR Registration   | mail                   |
| <input type="checkbox"/> Consultation Letter<br>(tribal/governmental applicants)                          | mail                   |

**Mailing address for items requiring mail:**

**Montana Board of Crime Control  
3075 North Montana Avenue  
PO Box 201408, Helena  
MT 59620-1408**

# Recovery Act

## **APPENDIX A**

### **OVW QUARTERLY REPORTING FORM EXAMPLE**

# Recovery Act

## RECOVERY ACT STOP VAWA GRANT QUARTERLY REPORT

State of Montana – Board of Crime Control  
PO Box 201408 – 3075 N Montana Ave – Helena MT 59620-1408  
Phone: (406) 444-3604 Fax: (406) 444-4722

\*\*\*Reports are due to MBCC five (5) days after the quarter ends\*\*\*  
Please email completed reports to: [lriedlinger@mt.gov](mailto:lriedlinger@mt.gov) or fax to (406) 444-4722

VAWA Program Manager: Lisa Riedlinger (406) 444-1995  
VAWA Fiscal Manager: Conrad Eklund (406) 444-2077

Subgrant Name:	
Subgrant Number:	
Director:	
Quarter Ending Date:	
Quarterly expenses:	MBCC:
	Local:
	Total expended:

Objective: To strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime.		
Performance Measure 1	The number and percentage of arrests relative to the number of police responses to domestic violence incidents	
Performance Measure 2	The number of sexual assault nurse examiners trained	
Performance Measure 3	The number of victims receiving requested services	
Performance Measure 4	The number of victims advocates supported by grant funding	
Objective: <i>Recovery Act</i> : To create and preserve jobs and promote economic recovery		
Performance Measure 1	Number of jobs retained due to Recovery Act funding	
Performance Measure 2	Number of jobs created due to Recovery Act funding	



## **APPENDIX B**

### **TEMPLATE LETTER**

#### **CONSULTATION LETTER FOR TRIBAL/GOVERNMENT**

(Please use your agency's letterhead for this letter)

Consultation with Victim Services

I, \_\_\_\_\_, certify that the  
(Please print authorized official's name)

\_\_\_\_\_ have complied with the  
(Please print your agency's name)

Requirements of the Violence Against Women and Department of Justice Reauthorization Acts of 2005. During the course of developing this grant application for Recovery Act grant funds, I/we have consulted the tribal, territorial, state, or local victim services programs to ensure that the proposed services and activities are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date